



# Access 2002 For Dummies

*John Kaufeld*

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The truth is, the database is the computer world's best-kept secret that everyone really knows about. Everyone knows about them because everyone uses them – from the little database you use to keep track of addresses and phone numbers on your computer to huge databases that banks use to house the financial information of millions of people. However, nobody talks about databases because they're so darned complicated to set up and use; quite frankly, nobody but the geeks who design and build them really know how they work!

How does this apply to you? Well, being a normal human being (translation: not a computer geek), you probably have work to do. In fact, you may have lots of work piled up precariously around your office. Someone, possibly your boss (or, if you work at home, your Significant Other), suggested that a database may help you get more organized, eliminate the piles, and generally make the safety inspector happy. Good advice, except for the fact that you, like most other people, don't know thing-one about setting up a database. And you have this program called Access 2002 on your computer that's supposed to do all that for you.

But how do you get started with Access 2002 and have it set up the kind of database you need? Well, you've come to the right place.

Written in plain, understandable English (try to find that in your typical software manual), *Access 2002 For Dummies* shows you how to make sense of that whole complicated database thing without boring you silly or turning you into a world-class computer geek. Here are just a few of the topics you'll find covered in *Access 2002 For Dummies*:

- Touring the basic functions of Access 2002
- Designing and building a database – without tearing out what's left of your hair
- Building data relationships, keys, and indexes
- Making your data presentable
- Searching: Find, filter, and sort
- Posing queries and creating calculations
- Running reports and creating charts
- Feeding your data to a Web site
- Top Ten lists on timesaving techniques, surviving database crises, and tips from those computer geeks to make your database life easier

So no matter what you want to use your database for – whether it's to store inventory information, to feed information dynamically to a Web site, or simply to track your business contacts (so you can get rid of that drawer full of business cards) – you can find all the information you need in *Access 2002 For Dummies*.

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